



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA OF:</b>	<b>11-19-13</b>	<b>AGENDA REQUEST NO:</b>	<b>V-A</b>
<b>INITIATED BY:</b>	<b>GREG NICHOLS PROJECT MANAGER</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>ENGINEERING</b>
<b>PRESENTED BY:</b>	<b>CHRISTOPHER STEUBING ,P.E., CFM, CITY ENGINEER</b>	<b>DIRECTOR:</b>	<b>CHRISTOPHER STEUBING ,P.E., CFM, CITY ENGINEER</b> <i>CLS</i>
		<b>ADDITIONAL DIRECTOR (S):</b>	<b>ROBERT VALENZUELA, P.E., CFM, DIRECTOR OF PUBLIC WORKS</b> <i>RV</i>
<b>SUBJECT / PROCEEDING:</b>	<b>LAKEFIELD SUBDIVISION STREET RECONSTRUCTION–CIP ST1406 AUTHORIZE DESIGN CONTRACT WITH KELLY R. KALUZA &amp; ASSOCIATES, INC.</b>		
<b>EXHIBITS:</b>	<b>CONTRACT AND PROJECT AREA MAP</b>		
<b>CLEARANCES</b>		<b>APPROVAL</b>	
<b>LEGAL:</b>	<b>EUGENIA CANO, ASSISTANT CITY ATTORNEY</b> <i>EAC</i>	<b>EXECUTIVE DIRECTOR:</b>	<b>N/A</b>
<b>PURCHASING:</b>	<b>TODD REED, CPPB PURCHASING MANAGER</b> <i>TR</i>	<b>ASSISTANT CITY MANAGER:</b>	<b>KAREN DALY</b> <i>Kd</i>
<b>BUDGET:</b>	<b>JENNIFER BROWN, <i>JB</i> BUDGET &amp; RESEARCH DIRECTOR</b>	<b>CITY MANAGER:</b>	<b>ALLEN BOGARD</b> <i>Allen Bogard</i>
<b>BUDGET</b>			
<b>EXPENDITURE REQUIRED: \$</b>		<b>385,560.00</b>	
<b>CURRENT BUDGET: \$</b>		<b>1,473,812.00</b>	
<b>ADDITIONAL FUNDING: \$</b>		<b>MOVE \$385,560 FROM ST1305 TO ST1406</b>	
<b>RECOMMENDED ACTION</b>			
Authorize the execution of a design contract with Kelly R. Kaluza & Associates, Inc. for the design of the Lakefield Subdivision Street Reconstruction project, in a maximum amount of \$385,560.00.			

## EXECUTIVE SUMMARY

The street reconstruction program was developed after the completion of the citywide pavement assessment this past Fall. The pavement assessment identified the top priority areas that needed to be addressed through the reconstruction program. The areas identified as needing complete reconstruction, rather than rehabilitation of concrete panels, were confirmed with staff site visits.

The Lakefield subdivision was constructed in the 1980s. Lakefield Way and Great Lakes Avenue have been identified by the pavement assessment as needing major repair. Based on the amount of deterioration in the pavement, decrease in ride quality and volume of traffic, these streets were identified for reconstruction. Rehabilitation through spot repairs would not bring them back up to an acceptable level as identified in the plan. This subdivision was identified with the City Council as the highest priority need of all the streets sections evaluated. Coordination of all other utility needs has been done through scoping this project and includes water lines within the project limits that will be replaced as well as sanitary sewer line work which will be completed in the area before this project is scheduled to begin.

The City recently advertised a request for statements of qualifications (RFQ) for pavement reconstruction projects, in accordance with Policy PU-109, with the intent of selecting multiple engineering firms to complete several upcoming projects. The Purchasing Department received a total of forty-three (43) submittals in response to the request. A selection committee comprised of members from Engineering, Public Works, and Purchasing reviewed and scored each submittal based on criteria established in the request for qualifications. In addition, the top firms were scheduled for presentations and interviews for the committee to further evaluate each team. At the completion of the process, the committee recommends Kelly R. Kaluza & Associates, Inc. for the Lakefield Subdivision project.

Kelly R. Kaluza & Associates, Inc. has submitted a proposal to prepare design services for the project. The scope includes, but is not limited to, the following:

- Development of Roadway Plan and Profile Plans
- Water Line Replacement under new pavement
- Topographic Survey Work
- Review of Geotechnical Investigations
- Tree Protection Measures
- Stakeholder Meetings
- Traffic Control
- Detailed Cost Estimates
- Bid and Construction Phase Services
- Record Drawings

The Engineering Department has negotiated the above scope of work with Kelly R. Kaluza & Associates, Inc. for a fee in the amount of \$385,560.00. This project is just one of the projects that will have design or PER funded from ST1305. There is currently \$1,473,812.00 available in CIP ST1305 Street Reconstruction for the design work. Lakefield Street Reconstruction is planned in the FY15 CIP budget and funding will be reflected in ST1406.

The Engineering and Public Works Departments recommend that the City Council authorize the execution of a contract with Kelly R. Kaluza & Associates, Inc. in the amount of \$385,560.00 for the design of the Lakefield Subdivision Street Reconstruction Project through CIP project number ST1406.

## EXHIBITS



## CITY OF SUGAR LAND

CAPITAL IMPROVEMENT PROGRAM  
Lakefield Pavement Reconstruction  
CIP NO. ST1305



**CITY OF SUGAR LAND STANDARD CONTRACT  
FOR PROFESSIONAL ENGINEERING DESIGN  
SERVICES FOR CITY FACILITIES**

Over \$50K - Form Revised 3/1/10

**I. General Information and Terms.**

Engineer's Name and Address: Kelly R. Kaluza & Associates, Inc.  
3014 Avenue I  
Rosenberg, TX 77471

Project Description: Engineering Services for Lakefield Subdivision  
Paving and Water Main Rehabilitation

Maximum Contract Amount: \$385,560

Effective Date: On the latest date of the dates executed by both parties.

Termination Date: (See III F)

**II. Signatures.** By signing below, the City and the Engineer agree to the terms of this Contract.

**CITY OF SUGAR LAND**

**ENGINEER:**

\_\_\_\_\_  
City Manager or Assistant City Manager

By: Kelly Kaluza

Date: \_\_\_\_\_

Date: 11/6/13

APPROVED AS TO FORM:

**KELLY R. KALUZA & ASSOCIATES, INC.**

**Consulting Engineers & Surveyors**

Engineering Firm No. F-1339

3014 Avenue I, Rosenberg, Texas 77471

(281) 341-0808 ■ FAX (281) 341-6333

October 14, 2013

Mr. Greg Nichols  
City of Sugar Land  
2700 Town Center Boulevard  
Sugar Land, Texas 77479

**RE: Attachment "A" - Proposal and Map Exhibit for Professional Engineering Services for the Design of Lakefield Way and Great Lakes Avenue - Paving and Water Main Rehabilitation for Lakefield Subdivision, CIP ST1505, City of Sugar Land, Fort Bend County, Texas**

Dear Mr. Nichols:

Please find enclosed, Attachment "A" - Proposal and Map Exhibit for the above-referenced project for your review and approval. Our engineering proposal includes surveying and engineering for the design and construction plans for Lakefield Way and Great Lakes Avenue as outlined in the Map Exhibit. If you have any questions, please contact me.

We look forward to working with you and the City of Sugar Land.

Sincerely,

KELLY R. KALUZA & ASSOCIATES, INC.



Llarance L. Turner, R.P.L.S.  
President

LLT/lao

Enclosure

**KELLY R. KALUZA & ASSOCIATES, INC.**  
**Consulting Engineers & Surveyors**  
Engineering Firm No. F-1339 ■ Surveying Firm No. 10010000  
3014 Avenue I, Rosenberg, Texas 77471  
(281) 341-0808 ■ FAX (281) 341-6333

**ATTACHMENT "A"**

**CITY OF SUGAR LAND  
DESIGN FOR THE CONSTRUCTION OF  
LAKEFIELD WAY AND GREAT LAKES AVENUE  
PAVING AND WATER MAIN REHABILITATION FOR  
LAKEFIELD SUBDIVISION  
CIP ST1505 (SEE EXHIBIT)  
CITY OF SUGAR LAND, FORT BEND COUNTY, TEXAS**

**SCOPE OF WORK FOR PROFESSIONAL ENGINEERING AND SURVEYING SERVICES  
FOR THE CITY OF SUGAR LAND, FORT BEND COUNTY, TEXAS**

The following scope of work consists of the Professional Engineering and Surveying Services to be provided to the City of Sugar Land, hereinafter called "CITY", by Kelly R. Kaluza & Associates, Inc., hereinafter called "ENGINEER".

**Scope of Work - Basic Services**

**I. Preliminary Engineering Design Phase**

- Meet with Public Works Water Utility Department of City of Sugar Land to gain a clear understanding of the scope of work and any concerns.
- Define the project area.
- If needed, meet with affected property owners to introduce the project team and receive input from citizens.
- Review project alternatives.
- Establish preliminary design requirements for reconstruction.
- Prepare estimate of construction costs for the project.

**II. Topographic Survey Work**

- Survey the project base line coincidental with, or parallel to, the stationed centerline of existing right-of-ways. Base line control points will be established and offset in all directions at the proposed right-of-way.
- Establish horizontal and vertical control for the project.
- Locate all existing features and properties related to proposed project sites and alignments, including trees, sidewalk, backyard drains and driveways.
- Cross details showing a sufficient distance (20 foot minimum distance outside of the primary roadway right-of-way) in each direction along street for designing adequate driveway crossing.
- Prepare plan and profile view drawings showing existing features and properties.

### III. Final Design Phase

- Design and Prepare construction plans including the following sheets:
  - Title/Cover Sheet
  - Overall Project Layout
  - Plan and profile view showing existing and proposed paving, sidewalk and water line improvements
  - Construction Details according to City of Sugar Land Design Standards
- Prepare technical specifications for proposed facilities.
- Prepare and check prints of plan sheets (11" X 17") and associated design calculations related to the 30%, 60% and final design submittals.
  - 30% complete submission (Two sets of review prints) includes title sheet, topographic sheet, plan view layout, overall preliminary layout of paving and water line location.
  - 60% complete submission (Two sets of review prints) includes plan view sheets of paving and water line rehabilitation, preliminary determination of alternate sections of paving and water line to be constructed, Traffic Control Plan and preliminary cost estimate.
  - Final design submission (Two sets of prints) includes typical construction details, final design of construction plans, specifications, submittals to utility companies and estimate of Project construction cost.
- Paving and Water Line Design Parameters
  - Determine conflicts with utilities, drainage facilities and other underground facilities.
  - Clearly identify utility conflicts and crossings and address separation requirements in accordance with TCEQ Standards.
  - Confirm applicable TCEQ and City Standards are conformed within the project design.
  - Check constructability of preliminary design prior to initiating final plan preparation.
  - Plan Sheets - Develop plan sheets at 1" = 20' scale. These sheets shall include, but are not limited to pavement edges, proposed right-of-way, alignment data, existing ground line, and existing utilities.
- Miscellaneous
  - Prepare construction traffic control plan, detours and sequence of construction.
  - Address restoration of the project area.
- Prepare an updated estimate of the most probable construction cost for the Project.
- Prepare the construction bid package including:
  - Bid Proposal
  - Special Conditions
  - Technical Specifications
  - Construction Plans
- Provide copies of the Contract Documents to the City.

#### **IV. Landscape Architect for Tree Preservation**

- Tree Preservation Analysis
  - Conduct a thorough site review of all trees with the road right of way of the project area.
  - Produce a preliminary plan identifying all trees that are to be preserved, removed and/or mitigated.
  - Specimen trees shall be photo documented and reviewed for current health and potential to be preserved.
- Tree Mitigation Plan
  - Prepare tree mitigation drawings and details.
  - Prepare probable construction estimate for the mitigation plan.

#### **V. Construction Phase**

- Assist City in the bidding process.
  - Attendance of Pre-Bid Conference.
  - Opening and Tabulating Bids.
  - Evaluation of Construction Bids Received.
- Assist in preparation of Contract Documents between the City and the successful construction bidder.
- Prepare Engineer's Recommendation to the City of Sugar Land.
- Periodic site inspections as requested by City.

#### **VI. Preparation of Record Drawings for the Project and Reimbursement of Reproduction Cost**

##### **Additional Services**

NO ADDITIONAL SERVICES ARE ANTICIPATED FOR THIS PROJECT AT THIS TIME.

If authorized by CITY, ENGINEER will furnish the following Additional Services that are not considered a normal or customary part of the Scope of Work. Additional Services shall be paid for on an hourly basis at the rate shown in the Schedule of Hourly Rates by Personnel Classification (Attachment "B"). Separate budgets will be established for any Additional Services authorized by the CITY.

1. Services resulting from significant changes in the general scope of the project.
2. Revisions to previously approved plans, reports, or other project documents.
3. New and/or additional acquisition activities resulting from unknown needs prior to project initiation, site changes, traffic studies and/or condemnation proceedings.
4. Assistance to the CITY as an expert witness in any litigation with third parties, arising from the development or construction of the project, including preparation of engineering data and reports.
5. Services after issuance of Certificate of Completion, and any other special or miscellaneous assignments specifically authorized by the CITY.



### Schedule

Preparation of the plans and specifications for the project is anticipated to take approximately six (6) months.

Bid and contract phase activities are estimated to take two (2) months, once approval to proceed with bid advertisement is received.

Schedule for Construction Phase activities will be dictated by the construction contractor's schedule.

### Compensation

Engineering and surveying services to be provided under this contract shall be compensated as outlined below.

**Lakefield Way and Great Lakes Avenue Paving and Water Main Rehabilitation for the Lakefield Subdivision, CIP: ST1505, City of Sugar Land, Fort Bend County, Texas (See Exhibit)**

I.	Preliminary Engineering Design Phase -	\$ 8,000.00
II.	Topographic Survey Work -	\$ 73,160.00
III.	Final Design Phase -	\$ 274,000.00
IV.	Landscape Architect for Tree Preservation -	\$ 17,000.00
V.	Construction Phase -	\$ 9,500.00
VI.	Record Drawings & Reproduction -	\$ 3,900.00
<b>Total Engineering and Surveying Fees =</b>		<b><u>\$ 385,560.00</u></b>

ENGINEER will invoice CITY on a monthly basis for services rendered during the preceding month. Invoices will be based on the ENGINEER's estimate of percentage completion to date of invoice.

CITY agrees to remit ENGINEER's invoices in full within thirty (30) days of receipt.

**Attachment "B"**

**SCHEDULE OF HOURLY CHARGES BY PERSONNEL CLASSIFICATION**  
**Effective June, 2013**

**KELLY R. KALUZA & ASSOCIATES, INC.**  
**CONSULTING ENGINEERS, SURVEYORS, AND PLANNERS**

The charges for professional Engineering, Surveying, and Drafting services are based on the following daily or hourly rates:

**ENGINEERING, SURVEYING, AND DRAFTING**

Principal.....	\$ 175.00/Hour
Sr. Project Manager.....	\$ 150.00/Hour
Project Manager.....	\$ 145.00/Hour
Survey Manager.....	\$ 140.00/Hour
Project Engineer.....	\$ 110.00/Hour
Project Surveyor.....	\$ 90.00/Hour
Sr. Designer.....	\$ 90.00/Hour
Designer.....	\$ 80.00/Hour
CAD Technician.....	\$ 70.00/Hour
Contract Coordinator.....	\$ 65.00/Hour
Secretarial.....	\$ 60.00/Hour
Field Party (2 Men).....	\$ 120.00/Hour
Field Party (3 Men).....	\$ 140.00/Hour
Field Party (4 Men).....	\$ 150.00/Hour
Construction Observation.....	\$ 750.00/Day

**ADDITIONAL EXPENSES**

1. Reproduction Work - At prevailing commercial rate.
2. Field Note Descriptions - \$70.00/Set.
3. ATV Rental - \$115.00/Day.
4. Other Consultants - At cost plus 10% for handling.
5. All Other Expenses - At cost plus 10% for handling.
6. Global Positioning System (GPS) Surveying an additional charge of \$25.00 per hour will be charged for equipment.

**Charges are due and payable within thirty (30) days after receipt of invoice.**  
**Interest will be charged at the rate of 1.5% per month for late payments.**

**KELLY R. KALUZA & ASSOCIATES, INC.**

**3014 AVENUE I**

**ROSENBERG, TEXAS 77471**

**Phone: (281) 341-0808**

**Fax: (281) 341-6333**

**Email: [kkaluza@kellykaluza.com](mailto:kkaluza@kellykaluza.com)**

*Rates Subject to Change*

06/13

